Approved For Release 2003/05/05 : CIA-RDP80B01676R000400170033-6

THE WHITE HOUSE

WASHINGTON

April 14, 1958

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES:

The following policy relating to excusing employees for voting has been approved, and supersedes that issued on October 30, 1953.

Insofar as practicable, without interfering seriously with operations, employees who desire to vote or register in any election or in referendums on a civic matter in their community shall be excused for a reasonable time for that purpose, as follows:

1. As a general rule, where the polls are not open at least three hours either before or after an employee's regular hours of work he may be granted an amount of excused leave which will permit him to report for work three hours after the polls open or leave work three hours before the polls close, whichever requires the lesser amount of time off.

2. Under exceptional circumstances where the general rule does not permit sufficient time, an employee may be excused for such additional time as may be needed to enable him to vote, depending upon the particular circumstances in his individual case, but not to exceed a full day.

3. If an employee's voting place is beyond normal commuting distance and vote by absentee ballot is not permitted, the employee may be granted sufficient time off in order to be able to make the trip to the voting place to cast his ballot. Where more than one day is required to make the trip to the voting place, agencies shall observe a liberal policy in granting the necessary leave for this purpose. Time off in excess of one day shall be charged to annual leave or if annual leave is exhausted, then to leave without pay.

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4. For employees who vote in jurisdictions which require registration in person, time off to register may be granted on substantially the same basis as for voting, except that no such time shall be granted if registration can be accomplished on a nonwork day and the place of registration is within reasonable one-day, round-trip travel distance of the employee's place of residence.

It is recommended that the head of each Department and Agency instruct all installations under their jurisdiction to assemble necessary information about hours during which polls are open in all political subdivisions in which their employees reside, and make an administrative determination regarding the amount of excused leave that may be granted. Each installation should notify its employees of the determination made and the local procedure to be followed.

By direction of the President:

Rocco C. Siciliano

Rocco C. Siciliano
Special Assistant to the President
for Personnel Management

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Executive Registry
66-4700

THE WHITE HOUSE

WASHINGTON

October 28, 1966

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

The President wishes that all Federal employees be urged to exercise their right and responsibility as citizens to vote in the forthcoming general election, November 8. Employees will be granted voting leave in accordance with established policy as outlined in the April 14, 1958 memorandum to the heads of executive departments and agencies from the Special Assistant to the President for Personnel Management, copy attached.

Please remind the heads of installations and activities throughout your agency that employees must be notified as to how the voting leave policy applies within each installation or activity. Care should be taken to insure that employees who commute from considerable distances are given sufficient time to vote either before coming to work or after returning home.

Robert E. Kintner
Special Assistant to the President

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